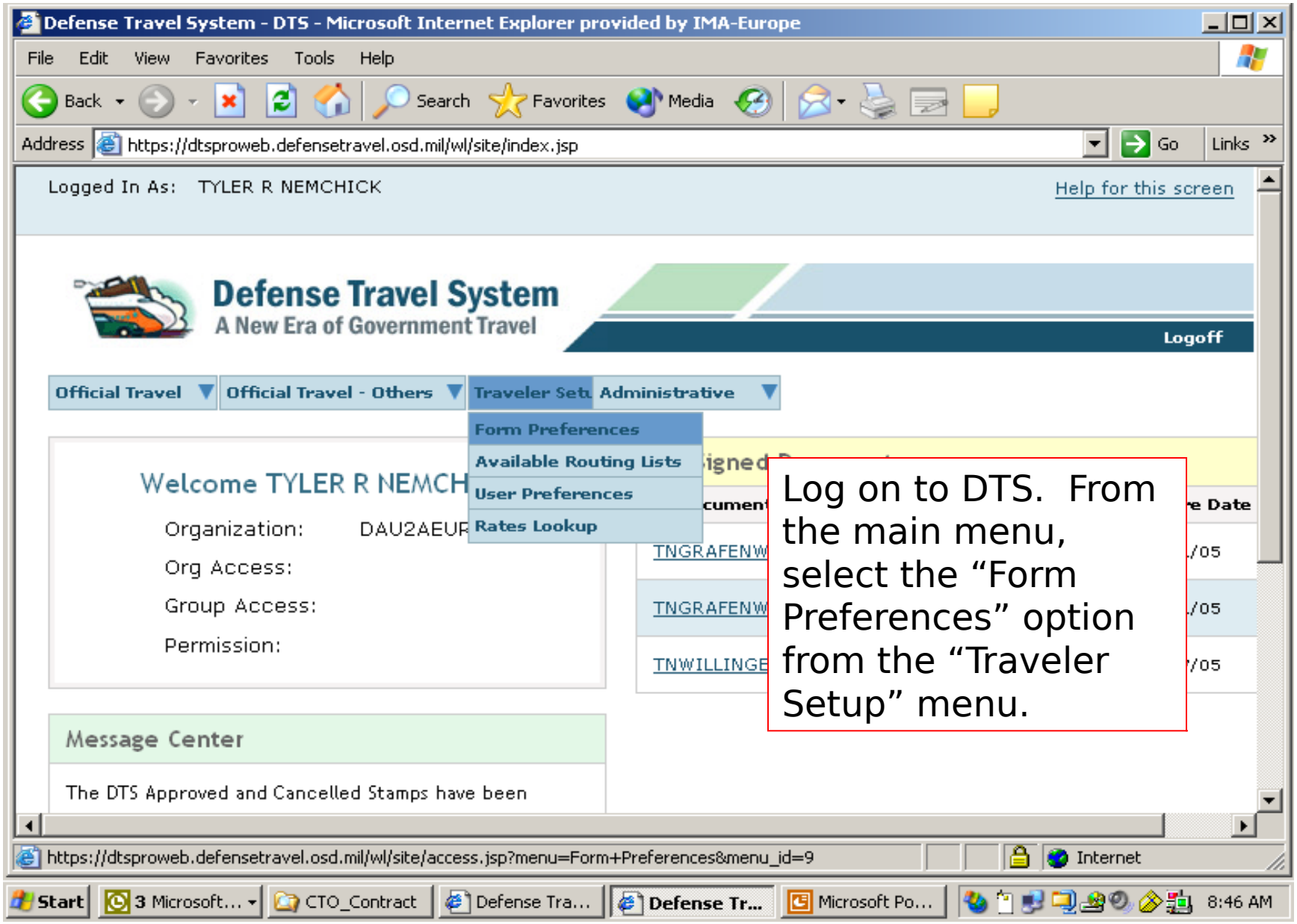
Defense Travel System - DTS - Microsoft Internet Explorer provided by IMA-Europe
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Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Go Links
Logged In As: TYLER R NEMCHICK
Help for this screen
Defense Travel System
A New Era of Government Travel
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Message Center
The DTS Approved and Cancelled Stamps have been
Log on to DTS. From the main menu, select the "Form Preferences" option from the "Traveler Setup" menu.
https://dtsproweb.defensetravel.osd.mil/wl/site/access.jsp?menu=Form+Preferences&menu_id=9
Internet
Start
3 Microsoft...
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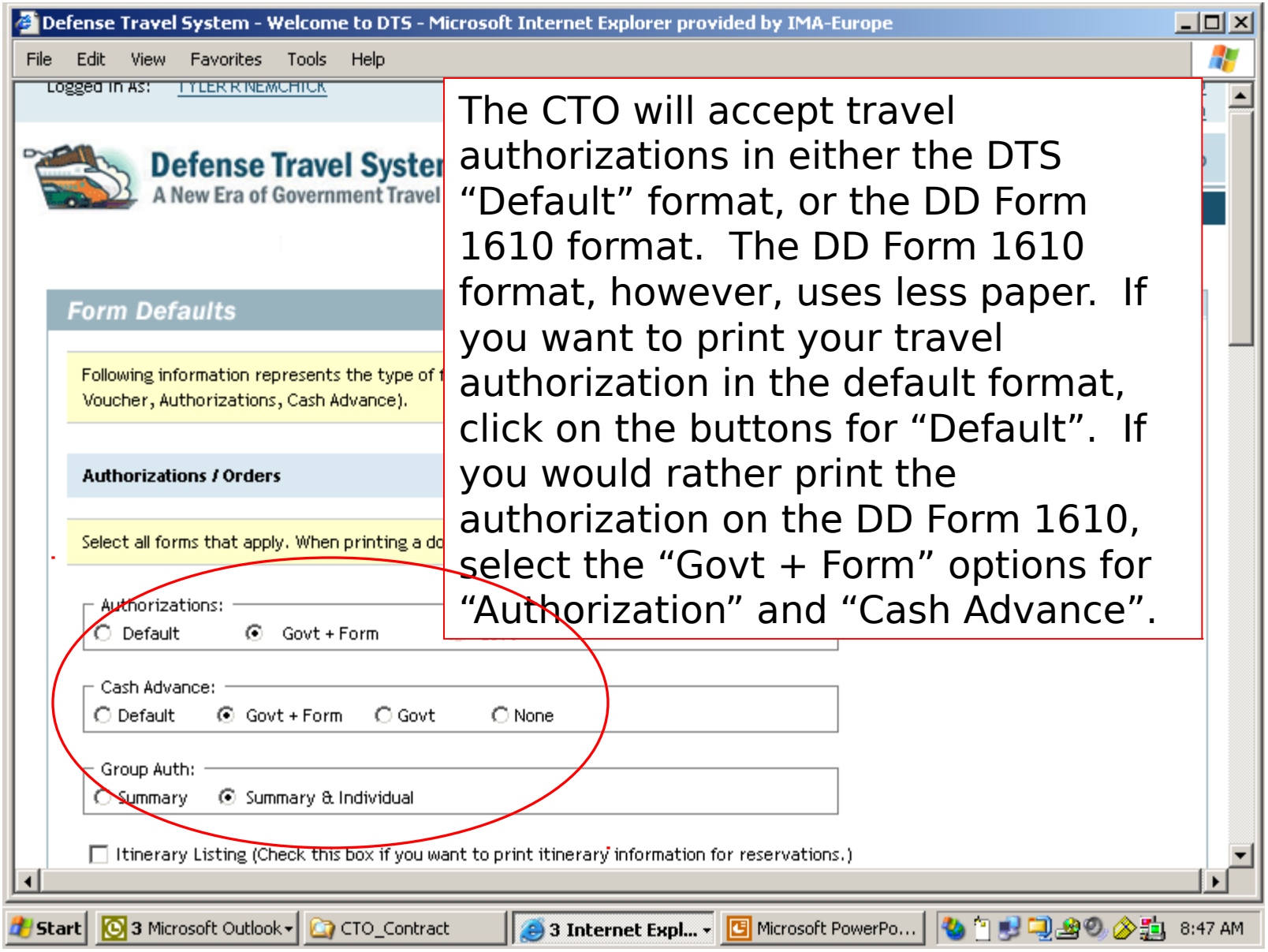
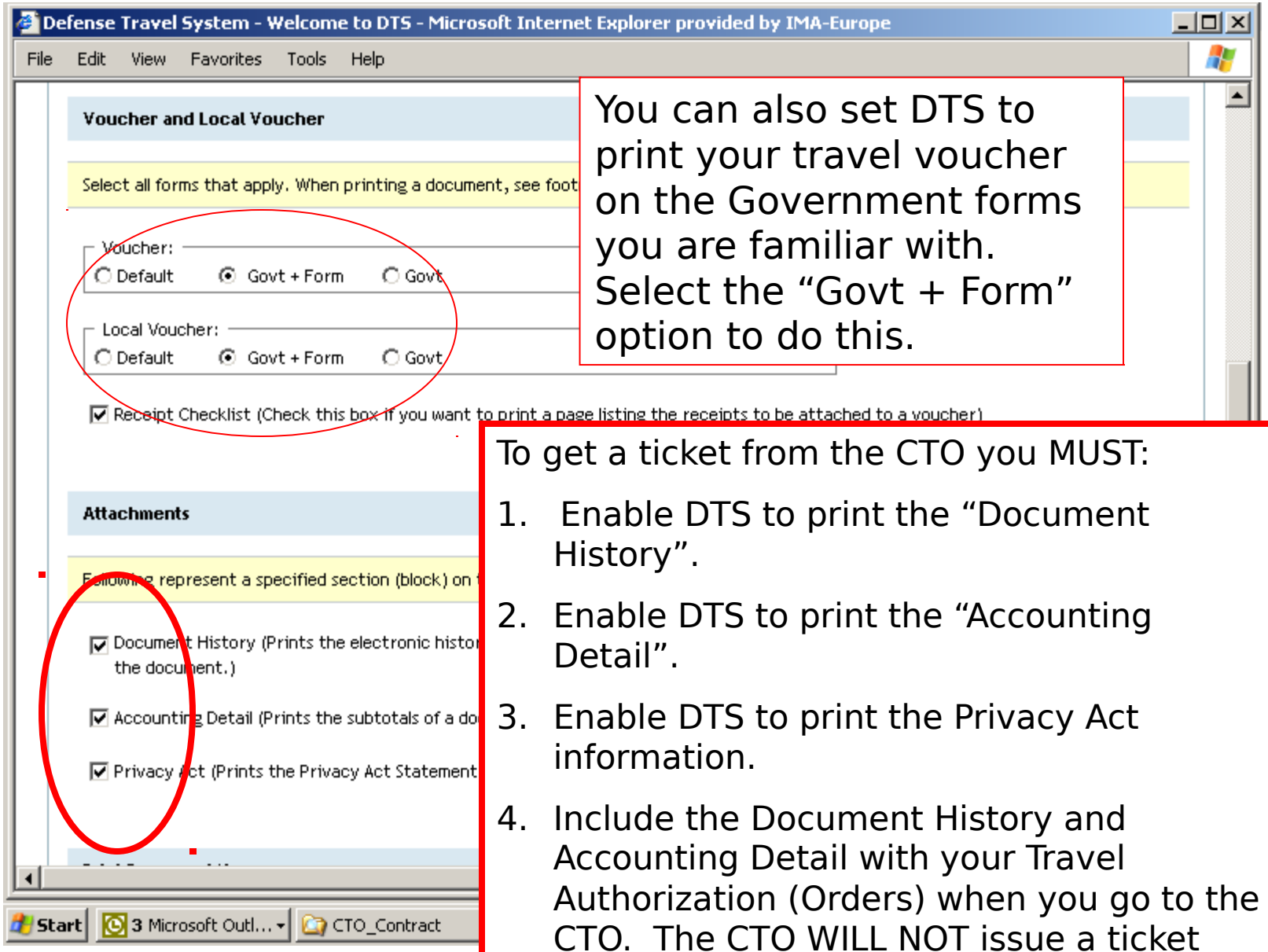


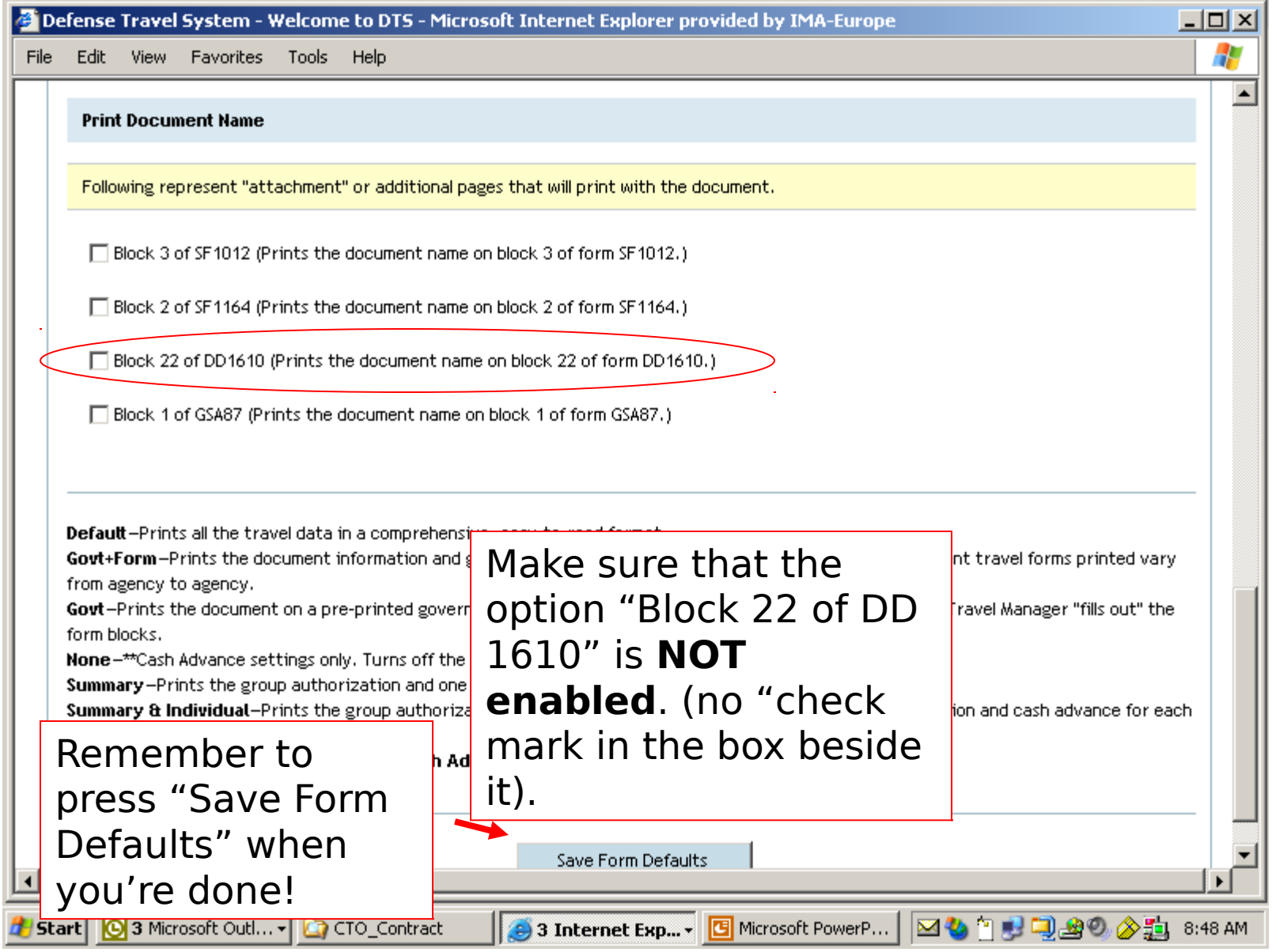
The CTO will accept travel authorizations in either the DTS "Default" format, or the DD Form 1610 format. The DD Form 1610 format, however, uses less paper. If you want to print your travel authorization in the default format, click on the buttons for "Default". If you would rather print the authorization on the DD Form 1610, select the "Govt + Form" options for "Authorization" and "Cash Advance".

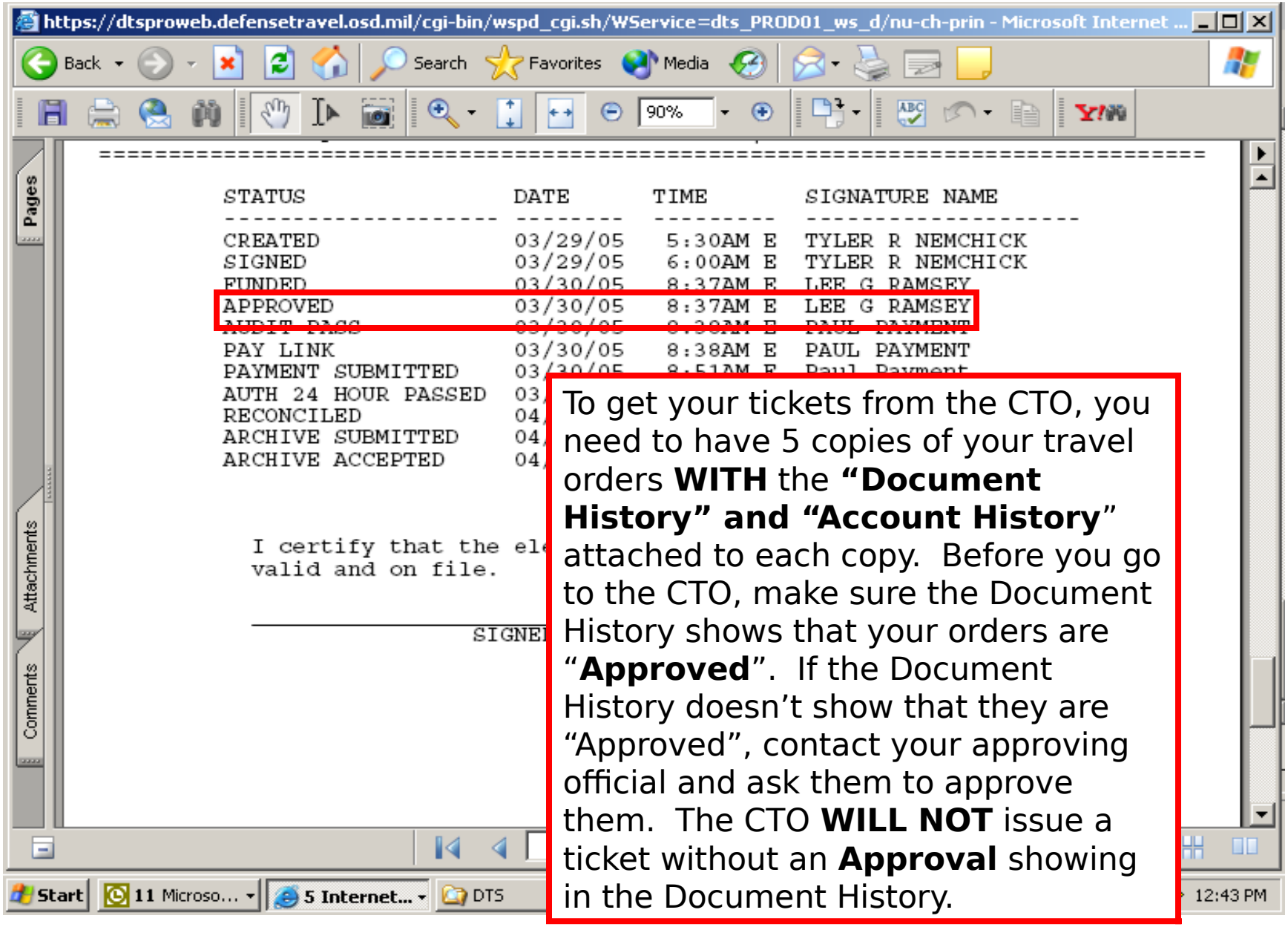

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by IMA-Europe
File Edit View Favorites Tools Help
Voucher and Local Voucher
Select all forms that apply. When printing a document, see foot
Voucher:
Default Govt + Form Govt
Local Voucher:
Default Govt + Form Govt
Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)
Attachments
represent a specified section (block) on
Document History (Prints the electronic histor
the document.)
Accounting Detail (Prints the subtotals of a do
Privacy Act (Prints the Privacy Act Statement
Start
3 Microsoft Outl...
CTO_Contract

You can also set DTS to print your travel voucher on the Government forms you are familiar with. Select the "Govt + Form" option to do this.

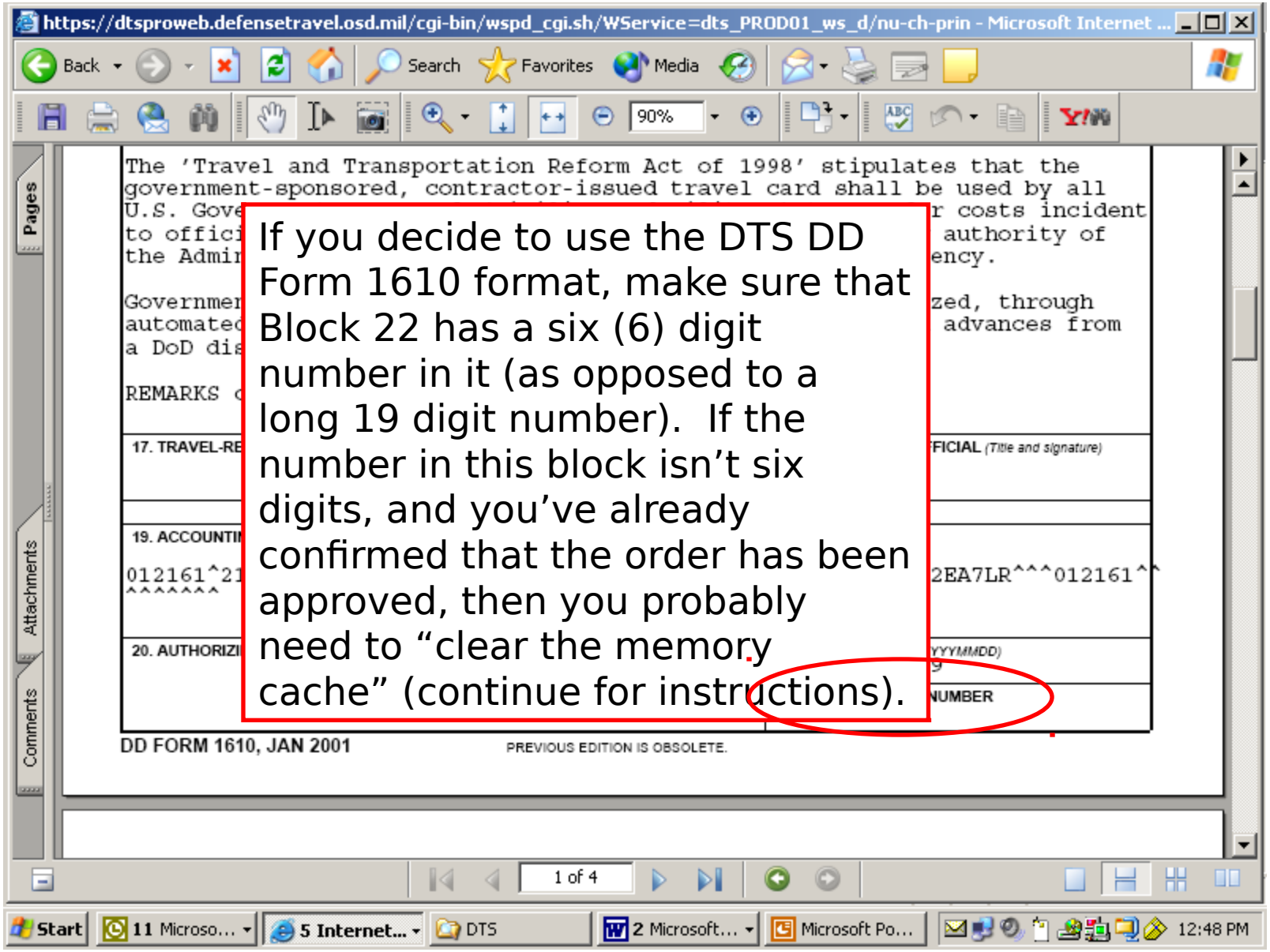
To get a ticket from the CTO you MUST:

1. Enable DTS to print the "Document History".
2. Enable DTS to print the "Accounting Detail".
3. Enable DTS to print the Privacy Act information.
4. Include the Document History and Accounting Detail with your Travel Authorization (Orders) when you go to the CTO. The CTO WILL NOT issue a ticket without a Document History which shows the Orders are APPROVED!


Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by IMA-Europe
File Edit View Favorites Tools Help
Print Document Name
Following represent "attachment" or additional pages that will print with the document.
Block 3 of SF1012 (Prints the document name on block 3 of form SF1012.)
Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)
Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)
Block 1 of GSA87 (Prints the document name on block 1 of form GSA87.)
Default–Prints all the travel data in a comprehensi
Govt+Form–Prints the document information and
nt travel forms printed vary
from agency to agency.
Govt–Prints the document on a pre-printed goverr
ravel Manager "fills out" the
form blocks.
None–**Cash Advance settings only. Turns off the
Summary–Prints the group authorization and one
Summary & Individual–Prints the group authoriz
ion and cash advance for each
Make sure that the option “Block 22 of DD 1610” is **NOT enabled**. (no “check mark in the box beside it).
Remember to press “Save Form Defaults” when you’re done!
Save Form Defaults
Start
3 Microsoft Outl...
CTO_Contract
3 Internet Exp...
Microsoft PowerP...
8:48 AM



To get your tickets from the CTO, you need to have 5 copies of your travel orders **WITH** the **"Document History" and "Account History"** attached to each copy. Before you go to the CTO, make sure the Document History shows that your orders are "**Approved**". If the Document History doesn't show that they are "Approved", contact your approving official and ask them to approve them. The CTO **WILL NOT** issue a ticket without an **Approval** showing in the Document History.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Comments
The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all
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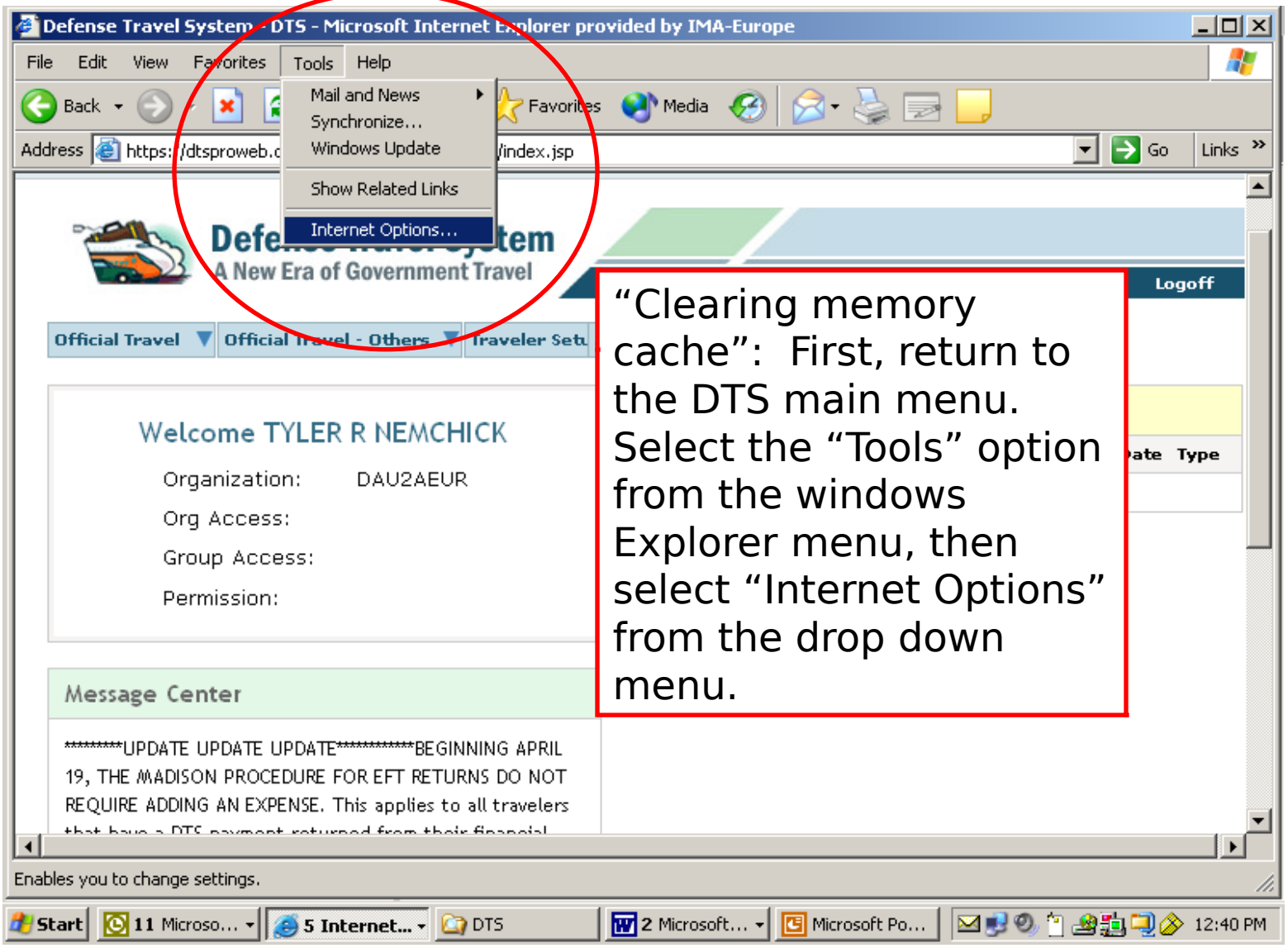
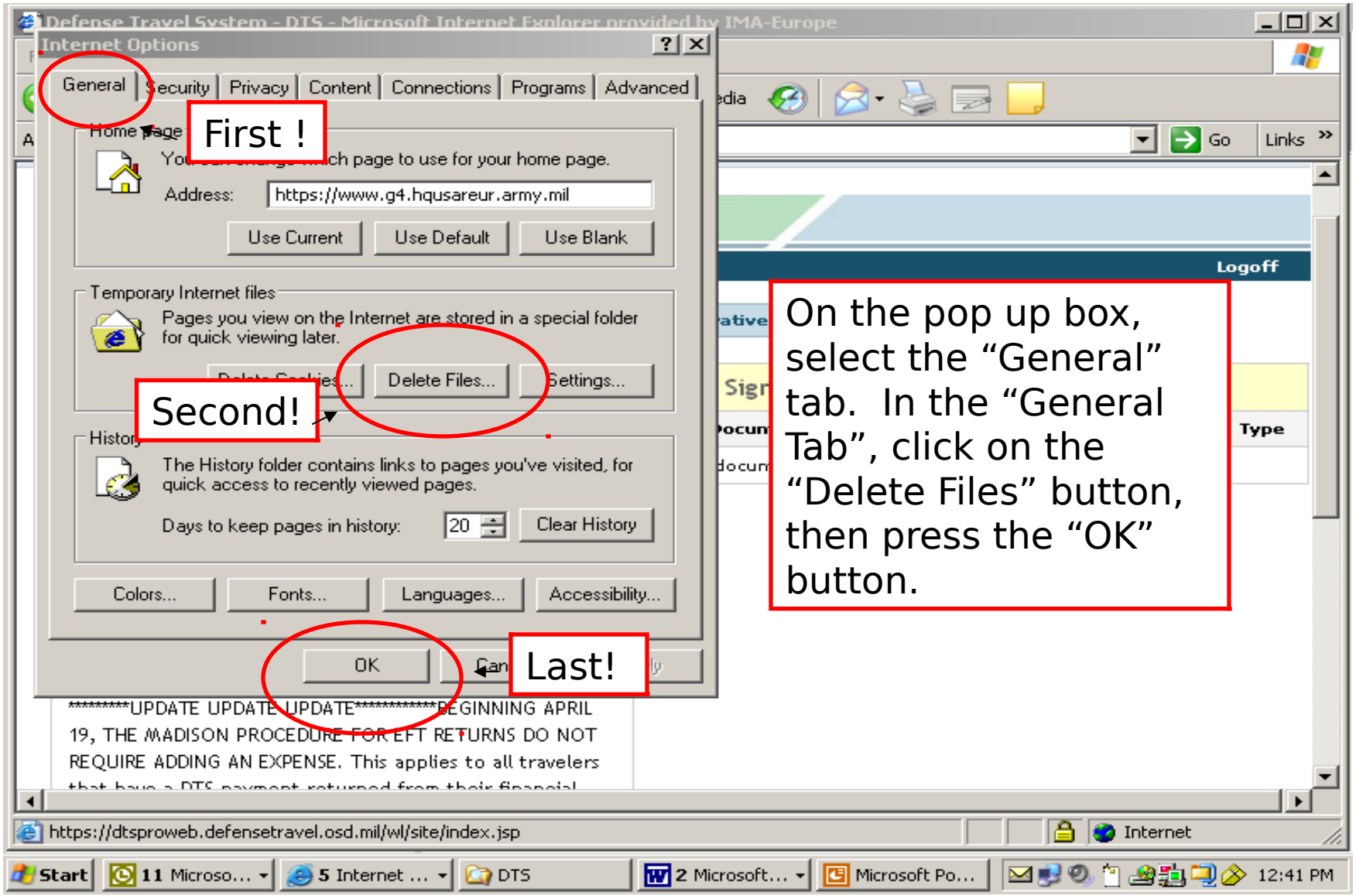
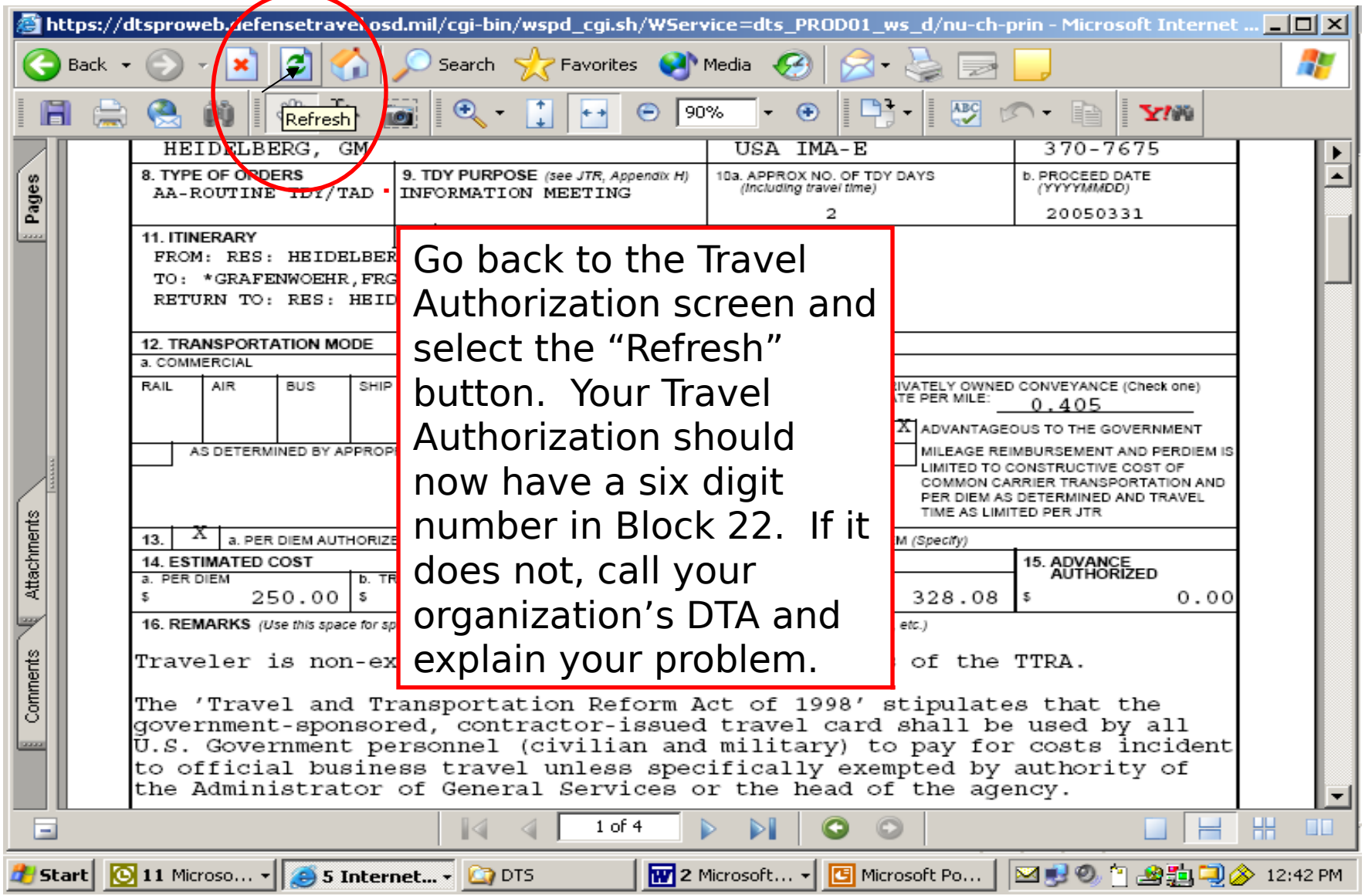
REMARKS
17. TRAVEL-RE
FICIAL (Title and signature)
19. ACCOUNTI
012161^21
^^^^^^^
2EA7LR^^^012161^^
20. AUTHORIZI
YYYMMDD)
NUMBER
DD FORM 1610, JAN 2001
PREVIOUS EDITION IS OBSOLETE.
If you decide to use the DTS DD Form 1610 format, make sure that Block 22 has a six (6) digit number in it (as opposed to a long 19 digit number). If the number in this block isn't six digits, and you've already confirmed that the order has been approved, then you probably need to "clear the memory cache" (continue for instructions).
1 of 4
Start
11 Microso...
5 Internet...
DTS
2 Microsoft...
Microsoft Po...
12:48 PM



"Clearing memory cache": First, return to the DTS main menu. Select the "Tools" option from the windows Explorer menu, then select "Internet Options" from the drop down menu.



On the pop up box, select the “General” tab. In the “General Tab”, click on the “Delete Files” button, then press the “OK” button.



Go back to the Travel Authorization screen and select the “Refresh” button. Your Travel Authorization should now have a six digit number in Block 22. If it does not, call your organization’s DTA and explain your problem.